

CLAIMS BRANCH, FISCAL DIVISION

I. FUNCTIONS

The Claims Branch will:

1. Review obligating documents (purchase orders, contracts, bills of lading, etc.) for completeness and propriety for payment.
2. Audit and certify vouchers for payment.
3. Prepare abstracts and index applicable laws and regulations pertaining to payment of obligations by the government.
4. Maintain current file of decisions by the Comptroller General for reference purposes of the entire division.
5. Post-audit all vouchered accounts other than payroll and travel paid at overseas Missions.
6. Prepare direct settlement claims for submission to the General Accounting Office.
7. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
8. Process advance payments to other government agencies for approved projects.
9. Provide data to the Executive for preparation of annual motor vehicle accident report to Congress.
10. Furnish information and advice to Agency activities on matters pertaining to ^{the} Branch.
11. Prepare monthly report of excise tax collections for submission to Bureau of Internal Revenue, Treasury Department.
12. Control the issuance of and render necessary reports on United States Government Tax Exemption Certificates as required in connection with vouchered transactions.
13. Initiate billings to vendors and contractors for the purpose of collecting for any overpayments.
14. Initiate billings to individuals for personal telephone toll calls made or personal telegrams dispatched over government facilities.
15. Examine remittances and/or refunds received to determine proper disposition of such revenue.